

Electronic Health Record Loan Fund Workgroup Charter

Workgroup Name:	EHR Loan Fund Workgroup	Co-Chairs:	Kathy Ko, Steve Henry, TBD
Meeting Frequency:	Bi-weekly	Consultant:	Iftikhar Chaudry, ifty29@gmail.com

Areas of Responsibility for Phase 1:

- Revise and finalize a strategic plan for establishing a California-based electronic health record (EHR) technology Loan Fund including a tactical model for Fund operations and evaluation and sustainability metrics.
- Incorporate diverse stakeholder views and participation into the plan
- Incorporate the workgroup's strategic plan into the state strategic plan

Decisions Governed:

- Matching fund sources, requirements for loan applicants, loan rates, intended use of the fund, determinations for fund sustainability

Decisions Not-Governed:

- Final selection of partnering lending entities and those to receive funds

Strategic Plan Straw Model:

Overarching Goals of the Loan Fund:

1. Provide capital to assist physicians and hospitals purchase/upgrade certified electronic health records (EHRs), and train staff/personnel to become meaningful users of EHRs
2. Provide capital to support the secure exchange of health information
3. Develop a business plan, sustainability model, ROI, underwriting and solvency requirements for the Loan Fund

Priority Target(s):

California health care providers who are in need of loans to purchase and meaningfully use EHRs and have no other access to funds.

Objectives to Carry Out Goals:

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| Subcommittee 1. | <p>Provide capital to assist clinicians and hospitals to purchase/upgrade certified EHRs, and training personnel to become meaningful users</p> <ul style="list-style-type: none"> ○ Forecast need ○ Delineate intended and unintended uses of the funds ○ Define eligibility requirements of loan applicants and methods of fund distribution <ul style="list-style-type: none"> ▪ Ability to purchase certified products ▪ Capability of submitting given quality measures, etc. ○ Determine underwriting decisions for practices (how to assign credit scores for providers including intangibles such as quantifying meaningful use and financial vitality) |
| Subcommittee 2. | <p>Provide capital to support the secure exchange of health information (HIE)</p> <ul style="list-style-type: none"> ○ Forecast need ○ Delineate intended and unintended uses of the funds ○ Define eligibility requirements of loan applicants and methods of fund distribution <ul style="list-style-type: none"> ▪ Ability to purchase certified products ▪ Capability of submitting given quality measures, etc. ○ Determine underwriting decisions for HIE's (such as quantifying markets served and financial viability and sustainability) |
| Subcommittee 3. | <p>Determine matching funds, governance and sustainability</p> <ul style="list-style-type: none"> ○ Determine appropriate fund sources, local matching opportunities and available capital <ul style="list-style-type: none"> ▪ Make recommendations as to ideal funding sources/fund administrators the State should partner with that would meet the 80% Federal match requirement ○ Determine the appropriate rates for loans ○ Determine guidelines to maintain and sustain the Fund and ensure qualifying providers have access to funds to purchase and meaningfully use EHRs |

California Health and Human Services Health Information Technology Workgroups

- Develop financial management and business planning requirements
- Address legal/regulatory issues associated with the fund
- Determine quality and reporting metrics

Tactical Plan Components:

Forecast market size and need, determine cost of EHR purchase and use per physician, clearly establish long and short term goals of the fund, total matching funds available, preferred lending entities, prioritization of funds, quality metrics.

Resources/Team Members:

Name	Affiliation	E-mail	Phone #	Role
Kathy Ko	Tides Foundation	kko@tides.org		Co-Chair
Steve Henry	UHC	steve_p_henry@uhc.com		Co-Chair
Subcommittee 1				
Subcommittee 2				
Subcommittee 3				

Reference: ARRA Section Sect. 3014, pgs. 139 - 142

Linkage to Other Workgroups:

- Must integrate HIE, REC and workforce requirements

Proposed Timeline

Weekly Milestones	Tasks and Deliverables (events in bold)
May 22, 2009	Draft charters and straw strategic plans for all workgroups <ul style="list-style-type: none"> • Begin needs assessment, market analyses
May 29, 2009	Workgroup Kick-off <ul style="list-style-type: none"> • Identify co-chairs • Gain consensus on charters and revise as necessary • Split workgroup into subcommittees based on objectives
June 5, 2009	Determine subcommittee decision points and associated information needs <ul style="list-style-type: none"> • Establish subcommittee governance • Develop first meeting date and agenda
June 12, 2009	Hold 1 st subcommittee meetings <ul style="list-style-type: none"> • Submit progress report to workgroup co-chairs
June 19, 2009	Hold 2 nd subcommittee meetings <ul style="list-style-type: none"> • Complete needs assessments, market analyses
June 26, 2009	Hold final subcommittee meetings <ul style="list-style-type: none"> • Gain consensus on draft outline for subcommittee plan • Submit progress report to workgroup co-chairs
July 3, 2009	Finalize detailed outline for subcommittee plan <ul style="list-style-type: none"> • Workgroups Closed to New Members – July 1
July 10, 2009	Hold full workgroup meeting <ul style="list-style-type: none"> • Integrate subcommittee plans into single workgroup plan
July 17, 2009	CHHS HIT Summit – Report on Draft Strategic Plans <ul style="list-style-type: none"> • Individual workgroups report out, gather feedback
July 24, 2009	Workgroups revise and write up plans based on comments
July 31, 2009	Final draft strategic plans submitted to Deputy Secretary
August 7, 2009	CA HIT Advisory Board Meeting <ul style="list-style-type: none"> • Present and gather feedback on workgroup plans
August 14, 2009	Submit final strategic plans
August 28, 2009	First draft of grant due (if applicable)
September 11, 2009	Submit Grant (if applicable)